

# Missouri Wing Guide for New Cadet Commanders

Adapted from Maryland Wing Cadet Commanders Guide

Preface - The national directive which explains the CAP Cadet Program is CAPM 50-16, the Cadet Program Manual. However, this manual only provides a bare-bones framework, over which real plans and procedures must be made. The “Guide for New Cadet Commanders” serves as a pamphlet which provides more detailed information for new cadet commanders who need help, and ideas to more experienced cadet commander’s who need to add a little spice to their squadrons. It must be stressed that this pamphlet is a GUIDE, not a directive. However, some information in it is taken from a directive, and that information is placed in italics.

This Guide contains the organization policies of the fictitious “Ira C. Eaker Composite Squadron”, and those policies can be used to flesh out any Cadet or Composite squadron in Civil Air Patrol.

## Part I - Organization of the Cadet Elements of the Squadron

Primarily, how the squadron is organized depends on the number of cadets and the grade they wear. The cadet commander is picked periodically, and is generally the cadet with the highest grade who has never been cadet commander before, but the final pick for cadet commander is the Squadron Commander’s. ***In Missouri Wing, Cadet Commander’s will serve a term of at least 12 months unless removed for cause.*** In very small squadrons, it may be possible to only operate with a Cadet Commander, Cadet Executive Officer, and First Sergeant, and to treat the Squadron as one large flight.

However, when possible, the squadron will be split into two or more flights. The Ira C. Eaker Composite Squadron split into two flights, each commanded by a flight commander and led by a flight sergeant.

Support staff positions (including the cadet deputy commander and cadet executive officer) may or may not be needed; it is perfectly legitimate to have a C/Ssgt fall in the flight when the alternative is an excuse-position. ***You do not need to meet cadet requirements of the manning table in CAMP 50-16; you do not need to cover all the cadet staff officer positions.*** If you have the officers to do it, that’s a great idea, but if you do not, there is no need to pull a Cadet Airman 1st Class out of formation to do Public-Affairs if the senior members do not need his help.

## Part II - Meeting Schedule:

The Ira C. Eaker Composite Squadron meets from 7:00PM to 9:00PM during the winter, and until 9:30 during the summer, when cadets are off from school. They have a uniform and training

schedule which rotates with the weeks of the month.

While the squadron is practicing for the Wing, Region, and National Drill Team Competitions, Drill Team Cadets arrive to the meeting 1 hour early to practice (at 6:00), and have an informal meeting. The Squadron Leadership Officer and Deputy Commander for Cadets are always present at these meetings.

#### Uniform and Activity Rotations -

Week 1 - Fatigue Uniform / Leadership Activities

Week 2 - Blues\*/Moral Leadership Activities

Week 3 - Physical Training Uniform/PT activities

Week 4 - Seasonal\*/Aerospace Activities

Week 5 - Fatigue Uniform/Emergency Services or special

Blues means Basic Service Uniform with ties and ribbons during the summer, Service Dress uniform during the winter.

Seasonal means Blues\* while cadets are training for drill competition, Fatigues at other times

Every week - meetings from 1900-2100 hours

Opening formation	1900-1905
Squadron Inspection	1905-1915
Leadership Laboratory*	1915-1950
Break	1950-2000
Activity*	2000-2050
Final Formation	2050-2100

During the summer - meetings from 1900-2130 hours

Opening formation	1900-1905
Squadron Inspection*	1905-1915
Leadership Laboratory*	1915-1950
Break	1950-2000
Activity*	2000-2040
Activity*	2040-2120
Final Formation	2120-2130

\* = These Activities Rotate (See “Rotations”)

Rotations:

## Guide for new Cadet Commanders 3

Each category of activities except for moral leadership is broken down into various activities; then those activities are rotated every 6, 9, or 12 months to form a schedule.

### Leadership Activities:

(note: Leadership Laboratory is a weekly activity, and the activity on the first week of the month is a non-drill leadership activity. Drill is an essential means of teaching the leadership laboratory in Civil Air Patrol. It can be used every week, if desired, or used every other week.)

- 1) Drill, Drill, More Drill!<sup>1</sup>
- 2) Customs and Courtesies<sup>2</sup>
- 3) Proper Wear of the CAP Uniform<sup>3</sup>
- 4) Project X course (physical)<sup>4</sup>
- 5) Guest Speaker on a leadership topic
- 5) "Team Building Exercise" (A problem given on paper)<sup>4</sup>
- 6) Chain-Of-Command and it's importance in CAP<sup>5</sup>
- 7) The CAP Cadet Program<sup>6</sup>
- 8) Awards, Decorations, and Rank Recognition<sup>7</sup>
- 9) Camping/Bivouac Skills
- 10) Military Leadership (Patton, Rommel, MacArthur, and You!)<sup>4</sup>
- 11) Leadership Lecture<sup>4</sup>
- 12) Allow the Cadet Airmen to practice command

### References -

- 1 - AFR 50-14
- 2 - CAPP 151
- 3 - CAMP 39-1
- 4 - Local Library, CAP member with prior military service,  
or a CAP member who has attended COS
- 5 - CAPM 20-1
- 6 - CAPM 50-16
- 7 - CAPR 39-3; Leadership 2000: And beyond

### Moral Leadership -

Moral Leadership does not rotate. *When possible, a local ordained clergy member joins Civil Air Patrol and becomes the Unit Chaplain. If this is not possible, a local ordained clergy member should be invited to speak, in accordance with applicable CAP Regulations. If a chaplain can not be found, the squadron commander should designate an alternate, and continue to attempt to find a chaplain. If a proper chaplain cannot be found, new CAP rules allow for a Moral Leadership Officer; please consult chaplains corner of March 1996's CAP NEWS.*

However, serving as the Cadet Discussion Leader and the Cadet Recorder are requirements for

advancement in the CAP Cadet Program, those positions will be rotated among the cadets who need them for advancement.

#### Physical Training -

In general, Physical Training consists of (1) Warm-ups, (2) Aerobic Exercises, and (3) CAP Physical Fitness Test OR Esprit de Corps run. Any style of PT session can be chosen, although it should be standard. See “The PT Session” (attached).

#### PT Activities (these rotate):

- 1) Volleyball
- 2) How to improve in the mile run  
(What to drink, how to warm-up, fitness training, etc.)
- 3) The CAP PT Session: How to conduct one
- 4) Volleyball
- 5) National Special Activities (Blue Beret, Pjoc, Advanced Pjoc, NCC, etc.)
- 6) Volleyball
- 7) Project X
- 8) Timed confidence course
- 9) Volleyball
- 10) CAP Cadet Olympics (Flight Vs. Flight PT test)
- 11) Basketball

#### Aerospace Activities:

- 1) Current Events
- 2) CAP National Special Activities  
(Blue Beret, AETCFC, Space Command, Advanced Space Command, COS, IACE, National Flying Encampment)
- 3) A section (small part) of a chapter of the Aerospace Book (lecture)
- 4) Guest speaker on an aerospace-related topic
- 5) Jeopardy
- 6) Aerospace power in WWII

#### Emergency Services and “Special”:

(note: Because most months do not have 5 weeks, this is a “pick and choose” week instead of a “rotate” week.)

- 1) First Aid - an overview

- 2) General Emergency Services class
- 3) How to conduct witness interviews
- 4) Guest Speaker
- 5) Disaster Relief
- 6) How to use Directional Finding Equipment
- 7) ELT hunt

#### Activity number 2:

Activity number 2 is a game or challenging activity of some kind - can be taken from the PT activities syllabus. On PT nights during the summer, there is an extended PT game and the break is extended, instead of having two different PT activities.

### Part III: Squadron policies

#### Testing

On the first and third meetings of the month, in the formation immediately after break, cadets are broken groups who wish to test, and those who wish to participate in the leadership or PT activity. Testing is only available in this manner twice per month.

#### “Teaching the Tests”

The primary method for cadets to advance is through *self-study*. Should a cadet fail a test, that cadet is given the opportunity for counseling from a phase III/IV cadet or a senior member. “Teaching the tests” involves assigning a cadet to teach a class on a specific chapter of the manual; this is NOT self-study and is STRONGLY discouraged. Classes can be taught on a section of the chapter, or a specific theme, but teaching classes to allow cadets to pass tests is not a good idea. The cadets should be studying on their own; the meetings should provide fun training opportunities that are not found in a book.

#### Grading

Once cadets have tested, they will give the tests to the testing officer. The tests will be graded, and the chain-of-command will be notified of the score; and the cadet will be notified if he/she passed or failed.

#### Promotions

If the cadet passed the test, his flight commander will hand in a completed CAPF 50 within one week, which will be endorsed up the chain-of-command. After the form has been processed, there will be a review board, in which the cadet commander, an experienced cadet, a

junior cadet, and a senior member will sit. The board will decide if the cadet should be promoted or not. **THIS BOARD IS VERY IMPORTANT!** If a cadet is simply “passed over” for promotion beyond his ability, that cadet can do much damage to a program. It is much easier to hold back a cadet airman, after all, than a cadet captain.

The questions on the board should not test the ability of the cadet - they have, after all, already passed the test - but rather his/her maturity, ability to handle stress, ideas for the future, etc., etc.

### Activities

The Ira C. Eaker Composite Squadron has an active drill team, with practices on weekends, as well as a good SAR Ground-Team, and orientation flights. In addition, the squadron goes to Air shows, tours facilities, goes to summer encampments, and national special activities. In general, the squadron does 3 or 4 weekend/weekday activities per month.

### Uniforms

The basic summer blues uniform is the CAP Basic Service uniform with ribbons and tie. Cadet Officers in Command Positions will wear officer's service caps. The winter blues uniform is either (1) CAP Service Dress Uniform, or (2) CAP Basic Service uniform with ribbons, tie, and NCC-style lightweight blue jacket. (As 3 to 5 cadets from the Ira C. Eaker Composite Squadron typically attend the NCC per year.)

Because Commanders at every echelon of command have the option of limiting the uniform for purposes of uniformity, the Commander of the Ira C. Eaker Composite Squadron has decided to make the basic Fatigue Uniform BDU's with Brown T-shirt and Black socks. No special patches are authorized besides the basic CAP Tape, Nametags, rank insignia, cut-outs, and specialty qualification badges. (I.E.: Ground-Team Wings are authorized, but the CAP “Ranger” tabs are not.)

In addition, the Squadron Commander has limited patent-leather shoes with the Blues Uniform to Cadet Officers, (although, out of general principle, the cadet officers do not wear them, anyway.) restricted wear of military-style “Jump” boots to command staff who have attended a National Special Activity, and eliminated wear of Green-Colored “Jungle” Boots.

***“PJOC” special activity pins are not authorized for wear on the military-style uniform.***

National Headquarters CAP has specifically stated that cadets who are entitled to wear the Blue Beret (Graduates of the Blue Beret Activity, Honor and Distinguished Graduates of CAP-EAA Oshkosh on certain years, and graduates of the national Blue Beret.) may wear berets at the unit location, with the approval of the chain of command. The Cadet Commander of the Ira C. Eaker Composite Squadron is a Blue Beret, and he checked with his squadron commander, group commander, and wing director of cadet programs, and Berets are approved for wear at unit activities with the BDU uniform.

## Part IV: Decisions and Authority

### Meeting Schedule and Squadron Organization

The Cadet Commander writes a tentative meeting schedule quarterly that shows all rotations and cadet project officers. The Deputy Commander for Cadets either approves this schedule or asks for changes as appropriate. The Deputy Commander for Cadets will NOT write the meeting schedule, but he does have final approval on any and all parts of it. Likewise, the Cadet Commander will write recommendations for cadet staff assignments to the DCC at the beginning of his term, and the DCC will approve them or insist on changes.

### Promotions

The ultimate promotion authority rests with the Unit Commander. However, the unit commander is strongly encouraged to agree with the findings of the promotion board; which will in turn review the findings of the flight commander. ***No Cadet without a complete and proper uniform should ever be promoted to cadet airman.***

### Awards and Decorations

The Squadron Cadet of the Year, Recruit of the Year, Senior Member of the year, and NCO of the Year should all be voted on by a closed ballot of cadets. Any cadet who qualifies for a CAP Ribbon, Award or Decoration should speak with the Unit Administrative Officer and fill out a CAF 2A; when the form is completely filled, that award is authorized for wear.

The cadet commander will periodically review all his cadets; whenever he finds a cadet of any grade or experience that performs duty assignments in a clearly superior manner when compared with others of similar rank and responsibility, he will inform the DCC, and that cadet will be recommended for a Commander's Commendation Award or other applicable honorary.